

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses a responsible supervisory and administrative position, the primary duty of which is assisting the Fire Chief in managing department operations, including providing emergency services and supervising all personnel of the department. This employee may be required to perform all duties of the Fire Chief in the absence of the Chief. The Assistant Fire Chief oversees records-keeping, performs public relations duties, conducts training, enforces fire prevention laws, and supervises the maintenance and repair of department equipment and property, in addition to taking command at the scene of a fire or emergency. Employees of this class work primarily independently, receiving instructions for special tasks from the Fire Chief, who oversees and evaluates the work of this class. This class ranks directly below that of Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned. Neither are they intended to exclude other duties which may be logical assignments to the position.

Assumes the duties of the Fire Chief in the absence of the Chief. Assists the Fire Chief in managing all operations of the department. Assists in the research and planning for programs and activities of the department. Conducts inspections of the various operations of the department, evaluates the effectiveness of these operations, and takes appropriate action to correct problems.

Monitors and evaluates local conditions which may become fire or safety hazards. Investigates all accidents involving department equipment or personnel, determines the cause, and makes recommendations on procedures to avoid future accidents. Investigates complaints against department personnel and makes recommendations for action to be taken in reply.

Provides for the maintenance of all department records, such as personnel records, records of activity, or inventory records. Completes any forms or records assigned, including payroll records and LFIRS reports. Compiles and analyzes data needed for reports.

Acts as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the

operation of the fire department or any related areas of emergency services.

Takes command of operations at the scene of a fire or other emergency until relieved by the fire chief, performs size-up, takes charge of all safety procedures, and supervises subordinate employees in rescue, forcible entry, ventilation, nozzle and hose handling, protection of exposures, fire extinguishment, salvage and overhaul, and providing emergency medical assistance. Participates in handling emergencies involving hazardous materials. Maintains communications between the fire scene and other authorized personnel.

Supervises subordinate department employees. Assigns duty areas and work schedules; approves leave. Provides assistance in technical areas of work. Counsels employees who are experiencing work problems and resolves employee complaints and grievances. Writes employee evaluation reports. Conducts training drills and evolutions.

Enforces fire prevention codes. Inspects or directs the inspection of buildings to determine the existence of potential fire hazards. Collects information for pre-fire planning. Investigates the causes, origins, and circumstances of fires occurring in the jurisdiction. Secures the fire scene; locates, collects, and labels and evidence of possible arson. Assists arson investigation personnel who take charge of investigation of arson fires.

Supervises the general care and maintenance of fire fighting apparatus and equipment, vehicles, and property of the department. Arranges for repairs and inspects after repairs to ensure that these were properly accomplished. Personally tests or directs the testing of equipment to ensure that it meets all applicable federal, state, and local standards. Maintains inventory of supplies and equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, and of legal age.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid Louisiana driver's license.

At the time of application for examination, must be a regular and permanent employee in the class of Fire Captain with at least five (5) years service in that class.

DS	04-05-78
Rev	08-19-81
	04-03-91
	04-12-95
	10-23-06